

## **FINGERPRINT REQUIREMENTS FOR REAL ESTATE LICENSE APPLICANTS**

Idaho Code Section 54-2012(h) and 54-2012(iv)(c) require that an applicant for a new salesperson or broker license must submit a completed fingerprint card and receive fingerprint clearance from the Commission office prior to applying for licensure.

Outlined below are the primary steps to fulfill the fingerprint requirement.

1. **The applicant must take the blank fingerprint card preprinted for the Idaho Real Estate Commission (IREC) to his/her local law enforcement agency and be fingerprinted by a qualified agent. Depending upon the city and department, the fee for this service will range from \$0 to \$20, which will be paid by the applicant at the time the service is provided.**
2. **The applicant must submit the completed fingerprint card within 60 days of being printed (see instructions on reverse side) together with the \$34 processing fee to the Idaho Real Estate Commission. The check or money order should be made payable to the "Idaho Real Estate Commission" or "IREC." (Note: Those applicants who have had a felony conviction in the past must request an exemption review in writing when submitting the fingerprint card and processing fee to the Commission.)**
3. **The Commission will forward, on a weekly basis, all completed fingerprint cards to the Idaho Department of Law Enforcement. This department will perform a state screening which will take two to five days to complete. The Idaho Department of Law Enforcement will then forward the fingerprint card to the Federal Bureau of Investigation (FBI) located in Washington, DC. The FBI will process a national screening which will generally take a minimum of three weeks to complete and will return the fingerprint card and/or report (if applicable) to the Commission for review.**

The Commission will process the fingerprint results on a weekly basis and send a letter of approval to those whose fingerprints have been cleared by the FBI screening process. Those applicants who have had a felony conviction in the past and requested an exemption review in writing when submitting the fingerprint card, will be reviewed after the results are returned by the FBI. Fingerprint results are valid for 6 months from the date released by the ISP/FBI and the Commission will accept completed applications for licensure anytime during those six months.

If the fingerprints are unreadable due to smudges, etc., a new fingerprint card will need to be submitted to IREC. While a fee for the fingerprinting service may again be required, an additional \$34 processing fee will not be required by the Commission.

Below are three guidelines given to the Commission by the Department of Law Enforcement which will help you in submitting clear, readable fingerprints:

1. **If it is not possible for you to submit a better fingerprint because of injury to a fingertip, ask the official taking the fingerprints to note this on your card.**
2. **Be sure your hands are clean when you have your fingerprints taken. Oil or grease on the fingertip will prevent a clean, readable print from being taken.**
3. **On your fingerprint card there is a space marked "Aliases AKA". If, in the past, you have used other names on your formal records, please indicate this information here.**

### **NOTICE**

Because of rising costs associated with issuing a refund, it is the policy of the Commission to refund overpayments of under \$25 only if *requested in writing within 30 days* of IREC receipt of the overpayment. Overpayments of \$25 or more will be automatically refunded to the licensee. There will be a \$15 fee assessed for each check returned to the Commission for insufficient funds.

## Instructions for Completing Fingerprint Cards

(Information must be typed or printed in black ink)

- (1) **NAME:** Print or type your name, last name first, in the space at the top center of the form.
- (2) **SIGNATURE OF PERSON FINGERPRINTED:** In the blank at the top left of the card, sign your name as you ordinarily do.
- (3) **RESIDENCE OF PERSON FINGERPRINTED:** Print or type your street address and mailing address, if different, including the city, state, and zip code.
- (4) **DATE:** Do not fill in the date. The person taking your prints will date the card. **Please note** that IREC must file this card with the FBI within 60 days of the date entered in this block.
- (5) **SIGNATURE OF OFFICIAL TAKING FINGERPRINTS:** The person taking your prints will sign the card.
- (6) **EMPLOYER AND ADDRESS:** Print or type the name and address of your current employer.
- (7) **REASON FINGERPRINTED:** If this space is blank, print or type the following information: **Real Estate License per Idaho Code 54-2012(1)h.**
- (8) **ALIASES (AKA):** Print or type *all* last names you have used which were different from your current last name (i.e., maiden name).
- (9) **CITIZENSHIP (CTZ):** Print or type the name of the country of which you are a citizen.
- (10) **YOUR NO. (OCA):** Leave blank.
- (11) **FBI NO. (FBI):** If you have a FBI number, enter it here. Otherwise, leave the space blank.
- (12) **ARMED FORCES NO. (MNU):** \*\*\* **ENTER YOUR CONTACT PHONE NUMBER.** \*\*\*
- (13) **SOCIAL SECURITY NO. (SOC):** Print or type your social security number for identification purposes.
- (14) **MISCELLANEOUS NO. (MNU):** Leave blank.
- (15) **SEX:** Enter "M" for male or "F" for female.
- (16) **RACE:** Enter "A" (Asian); "B" (Black); "W" (White); "I" (Indian); "U" (Unknown).
- (17) **HGT:** Enter your height.
- (18) **WGT:** Enter your weight.
- (19) **EYES:** Enter your eye color.
- (20) **HAIR:** Enter your hair color.
- (21) **DATE OF BIRTH (DOB):** Enter the month, day and year of your birth.
- (22) **PLACE OF BIRTH (POB):** Enter the city and state or country where you were born.

<b>APPLICANT</b>		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK				FBI		LEAVE BLANK	
SIGNATURE OF PERSON FINGERPRINTED (2)		RESIDENCE OF PERSON FINGERPRINTED (3)		LAST NAME <u>NAM</u> FIRST NAME MIDDLE NAME (1)				OR		ID9200502 ID REAL ESTATE COMM BOISE, ID	
DATE (4)		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS (5)		ALIASES <u>AKA</u> (8)		CITIZENSHIP <u>CTZ</u> (9)		SEX <u>(15)</u> RACE <u>(16)</u> HGT <u>(17)</u> WGT <u>(18)</u> EYES <u>(19)</u> HAIR <u>(20)</u>		DATE OF BIRTH <u>DOB</u> Month Day Year (21)	
EMPLOYER AND ADDRESS (6)		REASON FINGERPRINTED (7)		YOUR NO. <u>OCA</u> (10)		FBI NO. <u>FBI</u> (11)		ARMED FORCES NO. <u>MNU</u> (12)		PLACE OF BIRTH <u>POB</u> (22)	
SOCIAL SECURITY NO. <u>SOC</u> (13)		MISCELLANEOUS NO. <u>MNU</u> (14)		LEAVE BLANK							
CLASS		REF.									